

PROMPT PAYMENT ACT (PPA) REPORT (Q) 1619For Quarter Ending \_\_\_\_\_, 199Component: \_\_\_\_\_  
Project Officer \_\_\_\_\_Date: \_\_\_\_\_  
Telephone Number \_\_\_\_\_

		<u>Current Quarter</u>	<u>Year-to- Date</u>
A.	<u>Total Invoices Paid:</u>		
1.	Subject to the PPA		
a.	Dollar Amount	\$ _____	\$ _____
b.	Number	_____	_____
2.	Not Subject to the PPA		
a.	Dollar Amount	\$ _____	\$ _____
b.	Number	_____	_____
B.	<u>Invoices Paid Late:</u> (See Note 1)		
1.	Dollar Amount	\$ _____	\$ _____
2.	Number (Sum of B.3.b and B.6.a.(2))	_____	_____
3.	Interest Penalties Paid		
a.	Dollar Amount	\$ _____	\$ _____
b.	Number	_____	_____
c.	Relative Frequency (B.3.b - A.1.b.)	_____ %	_____ %

NOTE 1: For contracts issued before April 1, 1989, include payments made after the grace period. For contracts issued on or after April 1, 1989, include all payments made after the due date.

4. Additional Penalties Paid
- |    |  |         |         |
|----|--|---------|---------|
| a. | Dollar Amount                          | \$_____ | \$_____ |
| b. | Number                                 | _____   | _____   |
| c. | Relative Frequency<br>(B.4.b - A.1.b.) | _____%  | _____%  |
5. Reasons why interest or other late payment penalties were incurred. (See Note 2)
- |     |  |     |     |
|-----|--|-----|-----|
| a.  | Delay in paying office's receipt of:         |     |     |
| (1) | Receiving Report                             | ( ) | ( ) |
| (2) | Proper Invoice                               | ( ) | ( ) |
| (3) | Contract/Purchase Order                      | ( ) | ( ) |
| b.  | Delay or error by paying office in:          |     |     |
| (1) | Taking Discount                              | ( ) | ( ) |
| (2) | Notifying Contractor<br>of Defective Invoice | ( ) | ( ) |
| (3) | Computer or other<br>System Processing       | ( ) | ( ) |

NOTE 2: Rank from highest to lowest, according to frequency or occurrence (supported by number of invoices).

6. Interest and other late Payment Penalties that were due but not paid
- |     |   |         |         |
|-----|---|---------|---------|
| a.  | Total   |         |         |
| (1) | Interest Dollars<br>(Sum of B.6.b.(1)<br>and B.6.c.(1)) | \$_____ | \$_____ |
| (2) | Number (Sum of<br>B.6.b.(2) and B.6.c.(2))              | _____   | _____   |
| b.  | Because Payment Less Than \$1.00                        |         |         |
| (1) | Interest Dollars  | \$_____ | \$_____ |
| (2) | Number  | _____   | _____   |

## c. For Other Reasons

- (1) Interest Dollars \$\_\_\_\_\_ \$\_\_\_\_\_
- (2) Number \_\_\_\_\_
- (3) Specify Reason(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Current  
QuarterYear-to-  
DateC. Payments Made 1 to 15 Days After Due Date: (See Note 3)

1. Dollar Amount \$\_\_\_\_\_ \$\_\_\_\_\_
2. Number \_\_\_\_\_
3. Relative Frequency (C.2. - A.1.b.) \_\_\_\_\_% \_\_\_\_\_%

NOTE 3: Applies only to contracts issued before April 1, 1989.D. Invoices Paid 8 Days or More Before Due Date, Except When Cash Discount Taken

Subject to a Determination Under Subsection 4.l of OMB Circular A-125:

1. Dollar Amount \$\_\_\_\_\_ \$\_\_\_\_\_
2. Number \_\_\_\_\_
3. Relative Frequency (D.2.b - A.1.b.) \_\_\_\_\_% \_\_\_\_\_%

E. Discounts

1. Number Available \_\_\_\_\_
2. Number Taken \_\_\_\_\_
3. Number Not Taken Because Not Economically Justified \_\_\_\_\_

4. Reasons for Failing to Take Economically Justified Discounts, in Declining Order of Importance:

- a.
- b.
- c.
- d.
- e.

F. On a Separate Sheet, Please Provide for Each Payment Center

- 1. Number of Invoices Paid Subject to the Prompt Payment Act and Circular A-125. (Should equal A.1.b.)
- 2. Dollar Amount and Number of Interest Penalties Paid. (Should equal B.3.a. and B.3.b. plus B.4.a. and B.4.b.)

G. Frequency Distribution of Late Payment Interest Penalties

For the Current Year provide the following data:

Interest Penalties Paid  
As Reported in B.3.a. and B.3.b.

<u>AMOUNT OF PENALTY</u>		<u>DOLLARS PAID</u>	<u>NUMBER OF PAYMENTS</u>
\$	1.00 25.00	_____	_____
	25.01 500.00	_____	_____
	500.01 1,000.00	_____	_____
	1,000.01 2,500.00	_____	_____
	2,500.01 5,000.00	_____	_____
	5,000.01 and Greater	_____	_____

H. Progress Made

On a separate sheet describe specific achievements and problems during the FY in implementing the Prompt Payment Act and OMB Circular A-125. Include a description of any agency experience in determining the most appropriate timing for release of payment authorization so that invoices are paid as close as possible to the due date without exceeding it.

**I. Description of Agency Payment Practices**

On a separate sheet describe the extent to which Agency payment practices satisfy the requirements of the Prompt Payment Act and OMB Circular A-125. Applies only to 4th quarter submission of the ACCT RPT (Q) 1619, as this will contain cumulative data for the entire fiscal year, and the narrative must be provided at this time.

**J. Updated Description of Agency Quality Control System**

Describe the extent to which the Agency quality control system conforms to the requirements of subsection 3.e. of Circular A-125. Where appropriate, describe Agency plans to implement or upgrade a quality control system.